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ABSTRACT

Resources listed in this annotated guide to state educational publications are entered alphabetically under the following topical headings: adult education, bilingual education, board of education, educational information, equal educational opportunity, Massachusetts Dissemination Project, Massachusetts Educational Television, nutrition education, occupational education, research and assessment, right to read, school building assistance, school district reorganization and collaboration, school finance, school management services, special education, student services, and teacher certification. A title index is provided. (FM)

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RESOURCES FOR SCHOOLS: 1

A CATALOG OF PUBLICATIONS

FROM THE

MASSACHUSETTS DEPARTMENT OF EDUCATION

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Resources for Schools is a series of publications developed by the Massachusetts Dissemination Project (MDP) for Massachusetts educators, parents, and students. The project, funded by the National Institute of Education, has four major goals:

- to stimulate greater awareness of the resources available to Massachusetts schools;
- to provide educators, parents, and students with specific information about resources and materials for school programs and services;
- to assist regional education centers and the Department to increase and improve information and dissemination services to educators, parents, and students in the state;
- to encourage greater exchange and sharing of resources among educational organizations, service providers, the Department of Education and its regional education centers, and school personnel.

The project is located in the Department's Boston office. In addition, each regional center has designated a staff member who maintains continuous contact and involvement with project activities across the state, and is responsible for working with center staff to improve information and dissemination services in the center. Ultimately, the regional centers will function as switchboards -- sometimes providing services directly to schools, other times connecting them with the many existing resources. The development of this series -- as its name suggests -- is one way the project is helping make these connections. *Please contact a member of the project staff for more information about the series, the project, or the regional center nearest you.*

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The publications in this catalog are listed alphabetically under topical headings. Information about where to obtain the publications (which are free of charge unless otherwise noted) is included at the end of each section. New publications will be listed as they are available in Commonwealth, the monthly newsletter of the Department of Education.

ADULT EDUCATION

ADULT EDUCATION CLASSES IN GREATER BOSTON
Published each spring and fall

Gives general information about adult education in the greater Boston area including course descriptions, a calendar, and locations; and specifics about correspondence courses, fees, grading, and registration procedures.

CORRESPONDENCE COURSE CATALOG
July 1977

Provides general information about the correspondence courses that are available, how to enroll, descriptions of the courses offered, a textbook price list, and an application form.

HIGH SCHOOL GUIDANCE COUNSELORS' CORRESPONDENCE COURSE MANUAL
Revised November 1977

A guidance counselor's manual for using correspondence courses to supplement high school classes. Provides information on what they are, some typical needs situations, typical students who enroll in correspondence courses, and correspondence course study guides.

OFFICE OF IMMIGRATION AND AMERICANIZATION

A pamphlet describing the services offered by the Office of Immigration and Americanization, and explaining who is served by the office. Locations of offices across the state are also included.

WHERE AVAILABLE:

Massachusetts Department of Education
Bureau of Adult Services, Room 527
31 St. James Avenue
Boston, MA 02116 (617) 727-5784

BILINGUAL EDUCATION

CAPITULO 622 Y USTED
1976

An explanation in Spanish of Chapter 622, and its implementation in schools.

CAPITULO 71A REGLAMENTO VIGENTE PARA LA IMPLEMENTACION Y ADMINISTRACION DE PROGRAMAS EN EDUCACION BILINGUE TRANSICIONAL
1976

The actual text in Spanish of Chapter 71A, the regulations addressing the administration of programs in transitional bilingual education.

DIRECTRIZES PARA A PARTICIPACAO DOS PAIS NOS PROGRAMAS DE EDUCACAO BILINGUE DE TRANSICAO DE ACORDO COMO CAPITULO 71A DA LEI DE EDUCACAO BILINGUE DE TRANSICAO, DE 1971
1977

Guidelines in Portuguese for parental involvement in transitional bilingual education programs under Chapter 71A.

GUIDELINES FOR FULL-TIME PROGRAMS OF INSTRUCTION IN TRANSITIONAL BILINGUAL EDUCATION
1976

The guidelines are intended for educators and deal specifically with language mediums used to instruct bilingual students, and the content to be covered.

GUIDELINES FOR PARENTAL INVOLVEMENT IN TRANSITIONAL BILINGUAL EDUCATION
1976

Describes the rationale for parental involvement, specific steps to be taken in organizing parent advisory councils, and the roles and responsibilities for these councils.

MEETING THE NEEDS OF THE BILINGUAL CHILD
June 1974

An historical perspective of the nation's first Transitional Bilingual Education Law: Chapter 71A of the Acts of 1971. *A flier has been published under the same title which summarizes the information in the booklet.*
Prepared by Dr. Richard M. Hailer.

NORMAS PARA LA PARTICIPACION DE PADRES EN PROGRAMAS DE EDUCACION BILINGUE TRANSICIONAL BAJO EL MANDATO DEL CAPITULO 71A, LEYES GENERALES, DE 1971
April 1977

Guidelines in Spanish for parental involvement in transitional bilingual programs under Chapter 71A, the Transitional Bilingual Education Law.

O CAPITULO 622 E OS JOVENS PORTUGUESES
1976

An explanation in Portuguese of Chapter 622, and its implementation in schools.

TWO WAY
1976

Contains a synopsis of Chapter 71A and provides information on the regulations for the administration of bilingual programs, regulations for teacher certification, regulations regarding census obligations, and guidelines for parental involvement.

WHERE AVAILABLE:

Multiple copies have been distributed to each regional education center (see inside back cover for addresses), or contact:
Massachusetts Department of Education
Bureau of Transitional Bilingual Education, Room 540
31 St. James Avenue
Boston, MA 02116 (617) 727-8301

BOARD OF EDUCATION

ANNUAL REPORT
Published annually

A summary of the programs and activities conducted by the Board through the Department of Education. Each year it provides a public account of progress made under specific objectives.

THE EDUCATION OF THE GIFTED AND TALENTED: A POSITION STATEMENT AND PROPOSED ACTIONS
1979

In this position paper the Board of Education addresses the needs of gifted and talented youth and presents a series of directions for appropriate educational programs for these students.

MASSACHUSETTS BOARD OF EDUCATION POLICY ON REGIONAL EDUCATION COUNCILS
June 1978

Contains the Board's policy statement on the role of regional education councils to serve as the communication link for their geographical area and as advisor to the regional center and state Board of Education.
Available from the Office for Regional Services (617) 727-5706

POLICY PAPER ON COMMUNITY EDUCATION
1979

Describes the Board's perspective and long-term intention concerning community education, enumerates both short-term and long-term steps communities can use in developing community education, and outlines potential benefits to the community.

WHERE AVAILABLE:

Massachusetts Department of Education
Bureau of Educational Information Services, Room 641
31 St. James Avenue
Boston, MA 02116 (617) 727-5792

EDUCATIONAL INFORMATION

DISTRIBUTION OF HIGH SCHOOL GRADUATES
Published annually

Provides statistical information for each public school on the number of graduates in ten categories of post-graduation activities. *Available from the Bureau of Data Collection and Processing (617) 727-8477.*

DIRECTORY OF MASSACHUSETTS EDUCATION LAWS
November 1975

Provides a comprehensive compilation of all major Massachusetts general laws relating to elementary and secondary education as enacted and amended by the Massachusetts legislature up to and including the 1974 session. *This publication is available for $4.00 from: Merrimack Education Center, 101 Mill Road, Chelmsford, MA 01824 (617) 256-3985*

EDUCATION: THE COMMONWEALTH OF MASSACHUSETTS
Published monthly during the school year

The monthly newsletter of the Department of Education containing information on new programs, Board meeting results, and a monthly calendar of coming events.

FACTS ABOUT EDUCATION IN MASSACHUSETTS
Published annually

Capsulizes statistics collected by the Massachusetts Department of Education on student characteristics, funding, organization of districts and schools, and media services. *Available in September.*

MASSACHUSETTS SCHOOL DIRECTORY
Published annually

Lists all public and non-public schools, vocational-technical schools, academic regional schools, and county agricultural schools in Massachusetts. Includes addresses and telephone numbers of principals and superintendents.

WHERE AVAILABLE:
Massachusetts Department of Education
Bureau of Educational Information Services, Room 641
31 St. James Avenue
Boston, MA 02116 (617) 727-5792

EQUAL EDUCATIONAL OPPORTUNITY

BOSTON PUBLIC HIGH SCHOOLS: A GUIDE FOR PARENTS AND STUDENTS

A survey of Boston's high schools that emphasizes special programs and includes a candid assessment of strengths and weaknesses. Magnet high schools are also included.

CAPITULO 622 Y USTED
June 1976

An explanation in Spanish of Chapter 622, and its implementation in schools.

CHAPTER 622: A GUIDE FOR ADMINISTRATORS

A resource for public school administrators suggesting strategies and approaches to achieve compliance with Chapter 622 regulations.

CHAPTER 622: QUESTIONS AND ANSWERS

Gives answers to some of the more common questions asked about the implementation of Chapter 622 in schools.

ELEMENTARY AND MIDDLE MAGNET SCHOOLS: A GUIDE FOR PARENTS AND STUDENTS

A survey of magnet elementary and middle schools in Boston, describing magnet themes and other resources, with a candid assessment of strengths and weaknesses.

SCHOOLS AND PROGRAMS OF CHOICE: VOLUNTARY DESEGRATION IN MASSACHUSETTS
April 1977

Describes many of the Magnet/METCO schools and programs throughout the Commonwealth, providing the reader with a general image of the voluntary desegration movement in education. *Available for sale at Educational Collaborative of Greater Boston (EDCO), 20 Kent Street, Brookline, MA 02146, (617) 738-5600.*

SELF-ASSESSMENT FOR CHAPTER 622 IMPLEMENTATION

Designed to provide technical assistance to public schools and help administrators conduct annual reviews and full-scale evaluations to insure compliance with Chapter 622.

TITLE IX AND CHAPTER 622 COMPLIANCE GUIDELINES FOR PUBLIC SCHOOLS

Gives a general overview of the major provisions of the two sets of regulations and includes criteria for evaluating compliance.

WHERE AVAILABLE:

Multiple copies have been distributed to each regional education center (see inside back cover for addresses), or contact:
Massachusetts Department of Education
Bureau of Equal Educational Opportunity, Room 560
31 St. James Avenue
Boston, MA 02116 (617) 727-5880

MASSACHUSETTS DISSEMINATION PROJECT

EDUCATIONAL ORGANIZATIONS IN MASSACHUSETTS: CALENDAR OF PUBLICATIONS AND CONFERENCES
Fall 1977

Provides information about regularly scheduled meetings, major conferences, newsletter deadlines, and contact people for a number of educational organizations.

Magnet high schools are discussed in a separate publication. *Available from the City-Wide Educational Coalition, 52 Chauncy Street, Boston, MA 02111 (617) 542-2835, and from the Boston Public Schools, 26 Court Street, Boston, MA 02108 (617) 726-6200.*

EQUAL OPPORTUNITY IN PHYSICAL EDUCATION AND ATHLETICS, CHAPTER 622 TITLE IX

Provides answers to commonly asked questions about implementation of Chapter 622 and Title IX in schools.

A GUIDE FOR THE EVALUATION OF INSTRUCTIONAL MATERIALS UNDER CHAPTER 622
1975

Contains a guide for assessing curricula, check sheets for evaluating sex role and racial stereotyping in textbooks, and a selected bibliography.

O CAPITULO 622 E OS JOVENS PORTUGUESES
July 1977

An explanation in Portuguese of Chapter 622, and its implementation in schools.

A PARENT'S GUIDE TO THE MAGNET SCHOOLS IN BOSTON
1977 and 1978 editions

Contains descriptions of all magnet schools in Boston, information on choosing a magnet school, and the assignment process. *Available in limited quantities at the City-Wide Educational Coalition, 52 Chauncy Street, Boston, MA 02111 (617) 542-2835.*

RECOMMENDATIONS ON PARAPROFESSIONAL STAFF
April 1977

Discusses the major themes and the short and long-range plans regarding the use of paraprofessional staff in schools. The recommendations are the result of a 1977 conference on the use of paraprofessionals in Massachusetts which examined their roles and status in urban schools.

RESOURCES FOR SCHOOLS

A series of publications for parents, educators, and students designed to 1) stimulate greater awareness of resources available; and 2) provide specific information about resources and materials for school programs and services.

2. VIDEO TAPES FOR TEACHING

To be updated fall 1979

An annotated listing of Massachusetts Educational Television (MET) programs that can be duplicated by individual school systems for use in the classroom.

4. COMMUNITY INVOLVEMENT IN YOUR SCHOOL: A GUIDE TO PEOPLE, PROGRAMS AND PUBLICATIONS

Revised fall 1978, to be reprinted fall 1979

A guide developed to establish an information network about current citizen involvement programs in Massachusetts. Categories include: citizen organizations; school volunteer programs; and resources for administrators, citizens, and school volunteers.

5. THE STUDENT'S GUIDE TO SPECIAL EDUCATION

Spring 1978, to be reprinted fall 1979

Written by students, this guide provides information on Chapter 766. Each part of the special education process is described: referral, notification, the evaluation, the educational plan, appeals, and student rights. Also included is a glossary of important terms.

6. IMPLEMENTING CHAPTER 622: EXEMPLARY PROGRAMS FOR ALLEVIATING RACISM AND SEXISM IN MASSACHUSETTS SCHOOLS

Summer 1978

Describes thirty-three programs in Massachusetts schools that are working to reduce racial and sex role stereotyping. All program materials are available, at cost, on microfiche.

9. RESOURCES FOR TRAINING EDUCATORS OF CHILDREN WITH SPECIAL NEEDS

Summer 1979

Describes organizations, books, videotapes, programs, materials, professional associations, colleges, and training centers that can assist parents and school personnel in their efforts to provide quality education to children with special needs.

10. A RESOURCE GUIDE FOR THE EDUCATION OF GIFTED AND TALENTED STUDENTS

Summer 1979

Provides information about existing school programs for gifted and talented students, and a variety of resources educators can use to plan future opportunities for the gifted and talented.

11. NEW DIRECTIONS IN GUIDANCE AND COUNSELING SERVICES IN MASSACHUSETTS

Fall 1979

Designed as a follow-up to the Board of Education's position statement for guidance and counseling services in Massachusetts schools, this publication highlights a variety of programs that demonstrate the concept and principles of the position paper.

Upcoming issues in the series include:

- Environmental Education
- Student Rights and Responsibilities
- Community Education
- Directory of Related Educational Organizations

WHERE AVAILABLE:

Multiple copies have been distributed to each regional education center (see inside back cover for addresses) or contact:

Massachusetts Department of Education
Massachusetts Dissemination Project, Room 614
31 St. James Avenue
Boston, MA 02116
(617) 727-5761

MASSACHUSETTS EDUCATIONAL TELEVISION

CHANGING THE CURRICULUM, ORGANIZATIONAL DEVELOPMENT IN EDUCATION
1977

Reviews strategies and models for the development of organizational and curricular change in schools. Includes a bibliography.

COMPREHENSIVE TEACHER'S GUIDES

Teacher's guides are available for every Massachusetts Educational Television program.
Set I: Primary/Intermediate (K-8)
Set II: Secondary (9-12)
Available free of charge. MET will bill for the cost of postage and handling. Further information on ordering is available from MET and can also be found in the current MET broadcast schedule.

CREATIVE UTILIZATION OF TELEVISION IN THE CLASSROOM

A brief guide to assist teachers in watching MET programs with suggestions for follow-up classroom activities.

MET BROCHURE
Updated in 1978

Outlines the programs and services provided by MET.

THE EDUCATOR'S GUIDE TO VIDEO EQUIPMENT
1978

Compares costs, features, characteristics, and utilization of half inch versus three-quarter inch video tape equipment.

THE MET PROGRAM BROADCAST SCHEDULE
Published annually

Lists MET programs to be aired during each school year on Channel 2 (WGBH-TV) in Boston and Channel 57 (WGBY-TV) in Springfield.

THROUGH THE TUBE DARKLY
1975

Reviews the literature pertaining to the effects of television on the behavior and attitudes of children. Includes a proposal for an alternative relationship between children and television. Includes a bibliography.

WHERE AVAILABLE:

MET Publications
Massachusetts Educational Television
54 Rindge Avenue Extension
Cambridge, MA 02140 (617) 876-9800 or 727-6395

MET Publications
William Farrington
Massachusetts Department of Education
155 Maple Street
Springfield, MA 01105 (413) 739-7271

NUTRITION EDUCATION

FOCUS ON NUTRITION (GRADES K-6)
Revised 1976

A teacher's handbook for nutrition education in grades K-6. Includes a curriculum guide, a course of study, and a list of resource materials. *$1.50 charge to out-of-state teachers.*

FOCUS ON NUTRITION (GRADES 7-12)

A teacher's handbook for nutrition education in grades 7-12. Includes a curriculum guide, a course of study,

and a list of resource materials. *$2.50 charge to out-of-state teachers.*

INTRODUCING KINDERGARTEN CHILDREN TO THE SCHOOL FOOD SERVICE PROGRAM
May 1975

Appropriate for use by school food service directors who wish to acquaint all kindergarten pupils with the school food service program.

NUTRITION EDUCATION: A COOPERATIVE EFFORT GRADES (K-6)

Two publications: 1) Teacher's Guide - for integrating nutrition education into the curriculum, appropriate for use with elementary transitional bilingual students. 2) Annotated Bibliography - current list of books, films, slides, kits, activity pieces, and pamphlets for use in nutrition education programs. *Currently being revised, available in 1980. $1.50 charge to out-of-state teachers.*

NUTRITION MINI LESSON: WHAT'S MISSING FROM YOUR LUNCH?
June 1976

Appropriate for use by school food service personnel who wish to acquaint children in grades 3-6 with the components of the Type A school lunch program and to introduce them to the operation of the school food service program.

WHERE AVAILABLE:

Massachusetts Department of Education
Bureau of Nutrition Education and
School Food Services, Room 514
31 St. James Avenue
Boston, MA 02116 (617) 727-5764

The following is a list of publications available only through the workshops sponsored by the Bureau of Nutrition Education and School Food Services. For

information about these workshops and other services, contact the Bureau or any regional education center (see inside back cover for addresses).

Food and Man (designed to augment learning experiences suggested in Focus on Nutrition K-6) *Revised 1979*

Protein Power (designed to augment learning experiences suggested in Focus on Nutrition 7-12) *Revised 1978*

Activity Packet for Grades K-6 *Revised 1978*

Every Food Choice is a Value Judgment *Revised 1979*

OCCUPATIONAL EDUCATION

ANNUAL AND FIVE-YEAR STATE PLAN FOR VOCATIONAL EDUCATION IN MASSACHUSETTS
June 1977

Provides technical analyses of present data pertaining to occupational education needs, manpower needs, and job opportunities, as well as planned expenditures for occupational education in FY'78 and projected need for funds in the next five years.

DIRECTORY OF MASSACHUSETTS VOCATIONAL SCHOOLS AND PROGRAMS OFFERED
1979

Programs are listed by schools and by program area to assist school districts, counselors, educators, and citizens to identify and locate occupational education resources in the Commonwealth.

OCCUPATIONAL EDUCATION OPPORTUNITY AND RESOURCES
1977

A resource of information on apprenticeship training, evening adult education, evening practical arts, licensed private schools, and technical education.

WHERE AVAILABLE:

Multiple copies have been distributed to each regional education center (see inside back cover for addresses), or contact:

Massachusetts Department of Education
Division of Occupational Education, Room 550
31 St. James Avenue
Boston, MA 02116 (617) 727-8140

RESEARCH AND ASSESSMENT

BASIC SKILLS IMPROVEMENT POLICY AND REGULATIONS

January 1979

Approved by the Massachusetts Board of Education on January 23, 1979, these regulations define the requirements for basic skills improvement programs that public school districts are required to establish in the areas of reading, writing, and mathematics (by September 1980); listening and speaking (by September 1981).

MASSACHUSETTS STATEWIDE EDUCATIONAL ASSESSMENT PROGRAM PUBLICATIONS

Since 1974 the Massachusetts Department of Education, Bureau of Research and Assessment has published the results of the Massachusetts Statewide Educational Assessment Program. Assessments of elementary and secondary students have been conducted in reading, mathematics, writing, social studies, citizenship, science, ecology, consumer education, career education, foreign languages, decision-making, and school climate. The most recent technical and summary reports are available.

1976-1977:
SCIENCE AND ECOLOGY
CONSUMER SKILLS AND VALUES

1977-1978:
READING
CAREER AND OCCUPATIONAL DEVELOPMENT
SCHOOL CLIMATE

WHERE AVAILABLE:

Massachusetts Department of Education
Bureau of Research and Assessment, Room 634
31 St. James Avenue
Boston, MA 02116 (617) 727-0190

RIGHT TO READ

DEVELOPMENTAL READING AND MEASURING READING PERFORMANCE
1977

A comprehensive statement based upon the most recent findings in the professional literature dealing with the following topics: developmental reading, remedial reading, and measuring reading performance.

EVALUATION OF THE MASSACHUSETTS RIGHT TO READ EFFORT
Published annually

Each year since its beginning in 1973-74, the Right to Read Effort has been evaluated by an outside evaluator. Each report assesses Right to Read's progress toward its major objectives.

FOSTERING READING INTERESTS
1976

This paper attempts to answer two questions: "Why should reading be encouraged?" and "How can one go about promoting the reading habit in our schools?"

FOCUS ON EXCELLENCE--FORMER NEW ENGLAND CONSORTIUM FOR THE RIGHT TO READ EFFORT
1973

This illustrated booklet lists twenty-six conditions necessary for eliminating reading failure in schools. These criteria of excellence represent the hallmarks of a good reading program and form an outline for developing a needs assessment instrument.

GETTING BACK TO READING: RECOMMENDATIONS TO PARENTS, TEACHERS, AND STUDENTS
1978

This booklet with accompanying folder argues that "Example is the best teacher." It offers specific suggestions for controlling television time, reading in the classroom, and the kind of book-conscious behavior that develops competent and confirmed lovers of reading.

NEEDS ASSESSMENT INSTRUMENT
1975

This device determines how well a school system is meeting certain criteria for excellence in reading programs and indicates which goals deserve attention. The instrument provides a way to discriminate clearly between vaguely perceived inadequacies and the particular needs of a given school system.

A NEW COLLABORATIVE FOR STAFF DEVELOPMENT IN RIGHT TO READ SITES
November 1976

This document summarizes the proceedings of a conference held in cooperation with the Massachusetts Teachers Association, The Right to Read Effort, and Lesley College. Included is a summary of the question-and-answer period and an evaluation of the conference proceedings by attending schools.

PLAN FOR THE SEVENTH YEAR OF MASSACHUSETTS RIGHT TO READ
1979-1980

Reviews the ten objectives laid down by the national Right to Read office and offers proposals for meeting them in the Massachusetts Right to Read Effort.

POSITION PAPER ON DEMONSTRATING READING COMPETENCY FOR HIGH SCHOOL GRADUATION
1978

Examines the issues involved in demonstrating reading competency as a requisite for high school graduation. The paper concludes by suggesting that competency testing promises to be a useful, but not sufficient, tool for correcting inadequate achievement in reading skills and reading motivation.

REPORT ON REGIONAL ORGANIZATION OF THE MASSACHUSETTS RIGHT TO READ EFFORT--SPRING CONFERENCE, LENOX HOTEL
May 20, 1977

Local Right to Read directors convened to bring a regionally concerted effort to bear on problems of illiteracy and also to provide better services cooperatively to the schools they serve.

STATEMENT OF PRINCIPLES: MASSACHUSETTS RIGHT TO READ EFFORT
1975

Describes the four key principles of the Right to Read Effort: "Reading is Survival", "Everyone Can Learn to Read", "The Teacher is the Key Ingredient", and "You and Your Community Make It Work".

THE MASSACHUSETTS RIGHT TO READ EFFORT - RESOURCE MATERIALS
June 1979

This compendium of resource materials contains fifty-two duplicating handouts to be used for inservice

training programs in schools. Examples of handouts contained in the compendium are lists of decoding, comprehension, and study skills; readability formulae; spelling lists; creative writing activities; listening skills; and summaries of research studies.

THE MASSACHUSETTS RIGHT TO READ EFFORT, VOLUNTEER MANAGEMENT, SPRING CONFERENCE PROCEEDINGS
May 1978

The theme of the conference, volunteering, is covered in a discussion of how to use volunteers as instructional and clerical aides.

THE MINIMUM COMPETENCY MOVEMENT
November 1978

The chairman's report of the Massachusetts Advisory Council's Right to Read Effort traces the history of the minimum competency movement in this country and in the Commonwealth of Massachusetts.

WHERE AVAILABLE:

Massachusetts Department of Education
Right to Read Office
Central Massachusetts Regional Education Center
Beaman Street, Route 140
West Boylston, MA 01583 (617) 835-6267

SCHOOL BUILDING ASSISTANCE

FACILITIES PLANNING GUIDE: EARLY CHILDHOOD EDUCATION
1972

Provides information on the planning of facilities for early childhood education programs. Emphasizes geographic factors, environmental factors, size and relationship of spaces, special facilities, and equipment. Includes regulations and bibliography.

REGULATIONS FOR CHAPTER 645
1978

Regulations of the Board of Education which detail the procedures for developing grant applications for school construction and leasing projects.

THE SCHOOL BUILDING ASSISTANCE LAW--
CHAPTER 645 AS AMENDED
Revised January 1974

The actual text of Chapter 645, an act to encourage the establishment of regional and consolidated public schools and to provide financial assistance to cities and towns in the construction of school buildings.

SCHOOL FACILITIES GUIDEBOOK
Spring 1979

A manual designed to assist school building committees in designing and planning school facilities. Includes references to practices and policies of the Massachusetts Board of Education, and applicable statutes and regulations.

SECTION 504 COMPLIANCE

A memorandum to superintendents describing Section 504 of P.L. 93-112 as it mandates program accessibility for handicapped students and employees in public schools.

SPECIAL EDUCATION FACILITIES GUIDEBOOK

A guide to planning special education facilities in schools. Includes regulations and bibliography.

WHERE AVAILABLE:

Massachusetts Department of Education
Bureau of School Building Assistance, Room 505
31 St. James Avenue
Boston, MA 02116 (617) 727-5780

SCHOOL DISTRICT REORGANIZATION AND COLLABORATION

LAWS RELATING TO SCHOOL DISTRICT ORGANIZATION
1978

Explains each section of Chapter 71 that relates to regional school districts.

LISTING OF REGIONAL SCHOOL DISTRICTS
IN THE COMMONWEALTH
1977

Provides information on all schools in each regional district including enrollment figures, names of superintendents and school committee chairpersons, as well as a series of maps showing the communities involved in regional districts and superintendency unions.

THE BOARD POLICY ON EDUCATIONAL COLLABORATIVES
July 1977

A policy statement which attempts to clarify the intent of Chapter 797 of the Acts of 1974, to delineate the Board's position on the future direction of collaboratives, and to provide for a uniform and consistent approach to collaborative issues by Department of Education staff.

WHERE AVAILABLE:

Massachusetts Department of Education
Bureau of School District Reorganization and
Collaboration, Room 512
31 St. James Avenue
Boston, MA 02116 (617) 727-8148

SCHOOL FINANCE

PER FTE EXPENDITURES
Published annually

Provides data for each city and town in the Commonwealth on full-time equivalent (FTE) pupil expenditures for pupils in regular day, special needs, and occupational day programs. *Available from the Office of Local Aid, Room 603, 31 St. James Avenue, Boston, MA 02116 (617) 727-8497.*

TAXES AND SCHOOLS IN MASSACHUSETTS:
A PROPOSAL FOR REFORM
1977

A brief summary of the taxes and schools problem in

Massachusetts and a proposed legislative solution submitted by the Board of Education to the General Court.

TAXES, SCHOOLS AND INEQUALITY IN MASSACHUSETTS: CHAPTER 70 SCHOOL AID AND SCHOOL FINANCE
June 1977

Provides: 1) a general overview of historical trends in school finance in Massachusetts and other states and 2) a description and statistical analysis of Chapter 70. Particular attention is paid to the degree to which Chapter 70 aid is equalized.

WHERE AVAILABLE:

Massachusetts Department of Education
Executive Planning Office, Room 614
31 St. James Avenue
Boston, MA 02116 (617) 727-5761

SCHOOL MANAGEMENT SERVICES

APPROACHES TO THE CONSERVATION OF ENERGY IN THE PUBLIC SCHOOLS
1975

A listing of practical suggestions for conserving energy in schools in lighting, electricity, heating, air conditioning, maintenance, and other areas.

ENERGY CONSERVATION MATERIALS PACKAGE

A series of four publications designed for school administrators on issues related to energy conservation.

NUMBER 1: ENERGY CONSERVATION IN SCHOOL FACILITIES

A discussion of energy conservation designed to encourage district personnel to reduce energy waste. Emphasizes successful practices in school districts.

NUMBER 2: DISTRICT LEVEL PLAN FOR CONSERVATION

An outline of a district level plan for conservation.

Includes planning for the development of guidelines, an energy audit system, evaluation procedures, follow-up, and a list of suggestions for energy conservation.

NUMBER 3: ENERGY CONSERVATION IN THE SCHOOL CURRICULUM

A statement about the importance of energy conservation in public schools offered by S. David Freeman of the Colorado Department of Education. Includes an Interstate Energy Conservation Leadership bibliography of energy conservation.

NUMBER 4: ENERGY CONSERVATION IN SCHOOL TRANSPORTATION SYSTEMS

Presents basic guidelines for reducing fuel consumption in school transportation, from which a comprehensive checklist of fuel-saving practices for school districts can be developed.

WHERE AVAILABLE:

Massachusetts Department of Education
Bureau of School Management Services, Room 505
31 St. James Avenue
Boston, MA 02116 (617) 727-5790

SPECIAL EDUCATION

APPEALS NEWS
Published quarterly

Newsletter containing current statistics, case studies, and information about procedures used in mediation and hearings. *Available from the Bureau of Special Education Appeals. (617) 727-8534.*

CHAPTER 766 ADMINISTRATIVE FORMS

A series of administrative forms for maintaining accurate records on special education services as mandated by Chapter 766. Includes referral forms, forms for educational plans, and others. *Available from the Bureau of Program Development and Evaluation (617) 727-5770.*

CHAPTER 766 REGULATIONS
September 1978

The text of the regulations for implementing of Chapter 766 of the Acts of 1972, the comprehensive special education law, as amended in 1978. *For sale at the State House Bookstore, Room 116, State House, Boston, MA 02133, (617) 727-2834.*

FREE AND APPROPRIATE PUBLIC EDUCATION
1979

Contains several articles submitted by local practitioners about individual children with special needs and exemplary programs under Chapter 766. *Available from the Bureau of Educational Information Services (617) 727-5792.*

A GUIDE TO SPECIAL EDUCATIONAL SERVICES FOR CHILDREN AND YOUTH

A guide for parents of children needing special educational services including information on screening and referral, the evaluation, the educational plan, the appeal process, and items needing parental approval. *Available at most regional education centers (see inside back cover for addresses).*

GUIDELINES -BUREAU OF APPEALS
1977

An explanation of the due process system followed by the Bureau of Appeals. Useful for parents, school administrators, and advocacy groups involved in the appeals process. *Available from the Bureau of Special Education Appeals (617) 727-8534.*

PAIS PORTUGUESES E CABO VERDIANOS-SEUS DIREITOS
1977

Brochure providing information in Portuguese on due process rights for parents. *Available from the Bureau of Special Education Appeals. (617) 727-8534.*

PADRES HISPANOS Y SUS DERECHOS
1978

A brochure providing information in Spanish on due process rights for parents. *Available from the Bureau of Special Education Appeals (617) 727-8534.*

A SPECIAL EDUCATION EVALUATION: CHAPTER 766 PROGRAM AUDIT
September 1978

A brochure providing a general overview of the program audit process - its goals, its three phases, and its major components. *Available from the Bureau of Program Audit and Assistance (617) 727-5440.*

WHERE AVAILABLE:

Massachusetts Department of Education
Division of Special Education, Room 650
31 St. James Avenue
Boston, MA 02116
(617) 727-6217
If a Bureau or Project is noted, address inquiries to that office at the Department.

STUDENT SERVICES

CONSTITUTIONAL AMENDMENTS MOST RELEVANT TO THE RIGHTS OF STUDENTS

In addition to recounting applicable amendments, this handout describes current legal interpretations of the Constitution that govern student's rights of expression, organization, use of school facilities, demonstration, due process, personal appearance, and other areas.

CURRICULUM INNOVATION: RECOMMENDATIONS FOR THE IMPLEMENTATION OF CHAPTER 215 OF THE ACTS OF 1972

These recommendations describe how students and parents can successfully institute a new course in a high school as mandated by Chapter 215 of the Acts of 1972.

EARLY CHILDHOOD GIFTED AND TALENTED

This resource describes procedures for identifying gifted and talented children, three models for planning and curriculum, existing programs for young gifted children, and a bibliography including materials and resources. *Available only from the Bureau of Student Services, Massachusetts Department of Education, 31 St. James Avenue, Room 532, Boston, MA 02116 (617) 727-5756.*

LAWS AFFECTING MASSACHUSETTS STUDENTS
1978

Provides information for students about current laws which directly affect them. Describes laws pertaining to equal educational opportunity, student advisory councils, special education, student records, student rights, vocational education, and private schools.

LAWS AND REGULATIONS PERTAINING TO PHYSICAL EDUCATION
April 1978

Outlines revisions in the compulsory physical education regulations made by the Board of Education. Also includes a section on standards for health and safety.

MASSACHUSETTS STUDENTS IN DECISION-MAKING
1976

Describes the goals and activities of the Student Advisory Council/Student Service Center (SAC/SSC) project in their efforts to increase student involvement in educational decision-making. In addition to this final report are the results of an outside evaluation of the project.

OPEN COVER BEFORE STRIKING
1979

Written by young people, this handbook provides information about alternative work and school programs in the greater Boston area for people who have left high school before graduating.

PARENT PACKAGE FOR THE GIFTED AND TALENTED

A package of materials including funding sources, a directory of public school programs for gifted and talented students in Massachusetts, professional organizations and publications, teacher training opportunities, a bibliography for parents and educators, and a list of audiovisual materials. *Available only from the Bureau of Student Services, Massachusetts Department of Education, 31 St. James Avenue, Room 532, Boston, MA 02116 (617) 727-5756.*

PROJECT SCEE PUBLICATIONS

Project SCEE (Student Commitment to Education Equity), has developed a series of publications written by a group of Massachusetts high school students involved in implementing Title IX in their own schools. The series provides students with information and resources to deal with sex and race discrimination.

PART I: SEX DISCRIMINATION IN SCHOOLS- A STUDENT PERSPECTIVE

Discusses the problem of sex discrimination, what it is, where it exists in schools, how it can affect the lives of males and females, and how Title IX works to end discrimination on the basis of sex.

PART II: TITLE IX: AN OVERVIEW OF THE LAW

Explains each section of the Title IX regulations and gives examples of how they apply to schools.

PART III: TITLE IX: AN ACTION GUIDE FOR STUDENTS

Discusses ways that students can work to end discrimination in their schools. Includes working with students, administrators, and teachers on Title IX; running workshops; filing a grievance; and publicizing issues related to Title IX.

RECOMMENDATIONS FOR THE ELECTION AND OPERATION OF STUDENT ADVISORY COMMITTEES TO SCHOOL COMMITTEES
November 1974

The recommendations specifically address the Student Advisory Committees' election process, officers' responsibilities and functions, and relationship with school committees. Includes sample forms and other pertinent materials for implementing the recommendations.

STUDENT ADVISORY COUNCIL BROCHURE

Provides a brief description of what the Student Advisory Council is, its purpose, what it has accomplished so far, and how it got started.

STUDENT ADVISORY COUNCIL REPORT TO THE STATE BOARD OF EDUCATION
Published annually

Provides a broad perspective on yearly activities of the Student Advisory Council in five general areas: completion of substantive projects and proposals, legislative efforts, workshops, cooperative efforts with other groups, and publicity drives.

STUDENT COMMITMENT TO EDUCATION EQUITY (SCEE)

Describes briefly what Project SCEE is including its geographic scope, activities, the student groups that participate, and the goals of the project.

STUDENTS IN DECISION-MAKING: A GUIDEBOOK
July 1977

Practical guidebook for teachers, administrators, and students on how to involve students in educational decision-making at the local school level.

STUDENT RECORDS REGULATIONS
June 1976

Contains the actual text of the regulations pertaining to student records, and includes examples of suggested forms that will help local school systems implement the regulations with a minimum of confusion.

STUDENT SERVICE CENTER BROCHURE

Briefly describes the Student Service Center--how it began, the services provided to students, and where the centers are located.

WHERE IT'S AT, ADOLESCENT SERVICE DIRECTORY
July 1979

Describes dozens of agencies in the Worcester area that provide services to adolescents in counseling, health care, job training, emergency shelter, education, family planning, drug abuse prevention, and other areas. *Limited quantities available at the Central Massachusetts Regional Education Center (see inside back cover for address).*

YOUR SCHOOL RECORD
1978

Briefly describes the regulations pertaining to student records such as what information they should and should not contain, what rights students have, who can see a student's records, and where to go for more information.

WHERE AVAILABLE:

Unless otherwise noted, these publications can be obtained by contacting any of the Student Service Centers listed below:

Boston Student Service Center
Department of Education
31 St. James Avenue
Boston, MA 02116 (617) 727-7040

Western Massachusetts Student Service Center
155 Maple Street
Springfield, MA 01105 (413) 734-2167

Central Massachusetts Student Service Center
Beaman Street, Route 140
West Boylston, MA 01583 (617) 835-6266

Northeast Student Service Center
Mailing address:
Hathorne Avenue
Hathorne, MA 01937 (617) 777-3502
Temporary location:
Danvers State Hospital
Route 62
Middleton, MA 01949

Southeast Student Service Center
Mailing address:
P.O. Box 29
Middleboro, MA 02346 (617) 947-3240
Location:
Lakeville State Hospital
Route 105
Lakeville, MA 02346

TEACHER CERTIFICATION

CERTIFICATION REQUIREMENTS

Separate lists of certification requirements are provided in the following areas: 1) certification of supervisors of attendance, 2) certification requirements for school psychologists, 3) certification requirements for driver education and 4) certification of public school professional personnel.

LIST OF TEACHING VACANCIES

1977

A monthly newsletter, listing teaching vacancies in cities and towns throughout the Commonwealth and in other states. Includes where to apply and is published every three weeks. *This list is only available to those who subscribe to the Placement Service provided by the Bureau of Teacher Certification. The fee for a one*

year subscription is $5.00. Applications are available at the Bureau.

REGULATIONS FOR THE CERTIFICATION OF EDUCATIONAL PERSONNEL
1979

The regulations describe the requirements for certification of all types of teachers, specialists, and administrators, to become effective September 1, 1982. *Available at the State House Bookstore, Room 116, State House, Boston, MA 02133 for $1.00 plus 50¢ for mailing.*

WHERE AVAILABLE:

Massachusetts Department of Education
Bureau of Teacher Preparation,
Certification, and Placement, Room 630
31 St. James Avenue
Boston, MA 02116 (617) 727-5726

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